

NAME: De Jane

Date of interview: 1-1-77 Position applying for: \_\_\_\_\_

## INTERVIEW EVALUATION FORM

	Competent	Needs Improvement	Not Evidenced
1. Shakes hands			
2. Smiles			
3. Makes eye contact			
4. Professional body language			
5. Is knowledgeable about the company or job			
6. Convinced the interviewer he/she wants to work			
7. Thanked interviewer for time, shook hands upon leaving			
8. Knows interviewer's name			
9. Dresses appropriately			
10. Avoided simple "yes" or "no" answers. Offered more information, but didn't ramble			
11. Showed enthusiasm and positive attitude			
12. Didn't criticize former employers or offer excuses			
13. Offered information about related work experience and education background			
14. Asked questions			
15. Asked when he/she could call back			
16. Spoke clearly and used proper grammar			

**OVER - (To Mark Overall Rating)**

	c1	c2	c3	c4	c5	c6	1
	c1	c2	c3	c4	c5	c6	7
	c1	c2	c3	c4	c5	c6	8
	c1	c2	c3	c4	c5	c6	9
	c1	c2	c3	c4	c5	c6	5
	c1	c2	c3	c4	c5	c6	2
	c1	c2	c3	c4	c5	c6	
	c1	c2	c3	c4	c5	c6	
	c1	c2	c3	c4	c5	c6	
	c1	c2	c3	c4	c5	c6	

PART 1

CODE ID, NUMBER LEFT BY FILING THE APPROX BOXES, IF A NUMBER IS LARGER THAN, FILL IN 5 PLUS 1. DO NOT REEDED TO THE OTHER NUMBER.

WRITE I.D.

**EXAMPLE**

**IMPORTANT**

▶ THE NEXT FEW MINUTES ARE CRITICAL

- MAKE DARK MARKS
- EXAMPLE: A A B B C C D D E E
- ERASE COMPLETELY TO CHANGE

NAME Ms. Jane  
SUBJECT Mr. Smith  
DATE            HOUR A-1

**SCANTRON** FORM 2052

43	CA	CB	CC	CD	CE
44	CA	CB	CC	CD	CE
45	CA	CB	CC	CD	CE
46	CA	CB	CC	CD	CE
47	CA	CB	CC	CD	CE
48	CA	CB	CC	CD	CE
49	CA	CB	CC	CD	CE
50	CA	CB	CC	CD	CE

**RESPONSES 17 - 25...FILL IN AN "A" TO RECEIVE THE RESPONSE**

17. Your interview was super! Keep this up and you'll land that job.
18. Your performance was admirable! Make those improvements indicated on your evaluation form and you should be a good candidate for employment.
19. You need a little more practice. Review your evaluation checklist. Try again! You'll get that job yet.
20. Remember to ask questions of the interviewer.
21. Pay attention to details. Try to remember names and be more attentive.
22. You convinced the interviewer that you really want to work.
23. Your appearance was commendable.
24. Some experts say that you only have 30 seconds to make an impression to a potential employer. Make the most of your time.
25. You showed enthusiasm and interest in the job.

